

YORK COUNTY MASTER GARDENER TIME SHEET

NAME:			YTD FORWARD	
PHONE:			E-MAIL:	
DATE <small>(MONTH/DAY/YEAR)</small>	DESCRIBE THE WORK PERFORMED	TIME SPENT <small>(EXAMPLE LISTED BELOW)</small>	CATEGORY <small>(CIRCLE ONE PLEASE)</small>	MILEAGE <small>(OPTIONAL)</small>
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INPUT EXAMPLE

1 ¼ hours equals 1.25 hours 1 ½ hours equals 1.5 hours 1 ¾ hours equals 1.75 hours

CATEGORIES

- 1) Community Outreach** - Any activity that involves the Master Gardener giving direct contact with the public to help solve their educational needs individually or in groups.

- 2) Continuing Education** - Any activity training, or advanced training which involves/engages the Master Gardener in continuing their learning experiences that will benefit them in the delivery of the Virginia Cooperative Extension program. Activities include attending educational programs that enhance your ability to serve and become proficient as a master gardener. Be sure to identify the event.

- 3) Administrative Support** - Planning and executing tasks that ready the educational program for presenting to the public.

Over TM

CATEGORIES/ACTIVITIES

<p>1) Community Outreach - Any activity that involves the Master Gardener giving direct contact with the public to help solve their educational needs individually or in groups. Activities include:</p> <ul style="list-style-type: none"> • Teaching or presenting educational information (including pruning, lawns, vegetables) • Explaining about Cooperative Extension • Demonstrating planting techniques • Responding to Horticultural phone calls and walk-ins including research efforts • Promoting educational programs • Moderating any educational programs (M.G. class, Hort Extravaganza) • Learning Garden 	<p>2) Continuing Education - (MG is receiving the training) Any activity which involves/engages the Master Gardener in continuing their learning experiences that will benefit them in the delivery of the Virginia Cooperative Extension program. Activities include attending educational programs that enhance your ability to serve and become proficient as a master gardener. Educational programs include:</p> <ul style="list-style-type: none"> • Virginia Professional Horticulture Conference • Virginia Flower and Garden Show • Subject matter educational meetings • Annual gardening symposiums • Master Gardener College • Garden Tours • Speakers
<p>3) Administrative Support - Planning and executing tasks that ready the educational program for presenting to the public. Tasks include:</p> <ul style="list-style-type: none"> • Program Meetings • Coordinating program activities • Gathering publications for educational programs • Copying/duplicating materials • Calling Master Gardeners or program participants • Proof reading and correcting rough drafts • Relaying information • Recording and reporting on checking account balances • Delivering materials • Sorting, shelving and processing unit library • Collecting, recording, reporting volunteer hours 	<p>Veteran MG Hours: Veteran MGs must perform 20 hours of volunteer work in any category listed above as well as 8 hours of continuing education per year to retain MG designation.</p> <p>Intern MG Hours: Intern MG's must perform 50 hours of Community Outreach and Administrative Support. No Continuing Education hours may be used to meet the requirements of becoming a MG.</p>

Please turn-in time sheets monthly by mail, e-mail, fax, or on foot.

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Website: www.yorkcounty.gov/vce (click on "Master Gardeners Enter Here")